

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1881

**TITLE:** INFORMATION TECHNOLOGY PROJECT MANAGER I      **GRADE:** S-30

**DEFINITION:**

Under limited supervision, manages and coordinates the activities of a group of professional, technical and/or administrative employees involved in the design, development and implementation of a new information technology projects or a major enhancement of an existing system or technology infrastructure; the project is budgeted at less than one million dollars, and its impact would be generally limited to one agency; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is managerial/supervisory work ensuring the effective project management of a limited development project or major enhancement project. It is distinguished from the Information Technology Project Manager II by the scope and magnitude of the project, based on budgeted funds and the expected scope of the project's impact. An Information Technology Project Manager I would typically manage a project costing less than one million dollars and generally impacting only one agency.

**ILLUSTRATIVE DUTIES:**

Plans, organizes and directs the activities of a group of professional/technical/administrative employees in the design, development, and installation of a new information technology project or major enhancement;

Plans, manages, coordinates and controls complex work tasks;

Provides guidance, technical assistance and training to subordinate staff through formal and informal evaluations;

Provides work related counseling as needed;

Arranges for special technical training, as needed;

Prepares budgets, oversees expenditures, and monitors contracts related to the project;

Prepares reports and recommendations;

Establishes systems development schedules, priorities, and standards;

Confers with development staff to monitor progress and problems; prepares progress reports for appropriate management;

Assures that system design and development meets the needs and requirements of user agencies;

Assures effective communication and coordination among all involved in/affected by the project;

Assures effective system documentation;

Serves on special committees and task forces as needed;

Undertakes special projects;

Oversees RFP processes related to the project.

**CLASS CODE:** 1881

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Page 2

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of modern methods and techniques of information systems project management;

Thorough knowledge of the capabilities and requirements of various computer and/or telecommunications/network platforms functioning in centralized, distributed, client server and stand-alone operating environments;

Thorough knowledge of multi-platform computer programs and/or large scale telecommunications network design and configuration;

Considerable knowledge of the principles of systems analysis and programming;

Considerable knowledge of effective supervisory practices, methods, and techniques;

Skill in communicating technical ideas clearly and translating user information requirements for effective system use;

Ability to translate technical terminology in terms understandable to non-technical employees;

Ability to make decisions based on factual data and to evaluate the progress or success of computerized projects and systems;

Ability to monitor program development and document system modifications and enhancements;

Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff;

Ability to establish and maintain effective business relationships;

Ability to use project management software to schedule projects and monitor progress.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Possession of a bachelor's degree in computer science, or related field, and specific training in project management; PLUS

Three years' experience in systems design, development, and maintenance, including some experience related to project management in a complex information systems environment and considerable supervisory experience of internal staff and vendors/contractor staff.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED: May 24, 1999